

10/21/88

STAT **TO:** (Name, office symbol, room number, building, Agency/Post)

1. Tony

2. Mike

3.

4.

5.

Date 10/21/88

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached is a copy of the narrative for the video on OL significant activities for FY 88 for the OL Quarterly on 3 and 4 November. The pages with narrative are numbered; the pages showing slides to be made by Design and Presentations are unnumbered. We haven't heard from Video Section as yet as to how long the tape will run. The narrator should be working on the narration this morning. We'll check later to find out how long the narration is.

FINE JOB BOB & MARIE.
THANKS

STAT

DO NOT use this form as a clearance

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Marie

Phone No.

0/21/88

IMSS RPT 771

UPDATE ON OL ACTIVITIES FOR FY-88
OL QUARTERLY - 3 & 4 NOVEMBER 1988

25X1 Fiscal Year 1988 was a time of transition for the Office of
Logistics. [REDACTED]

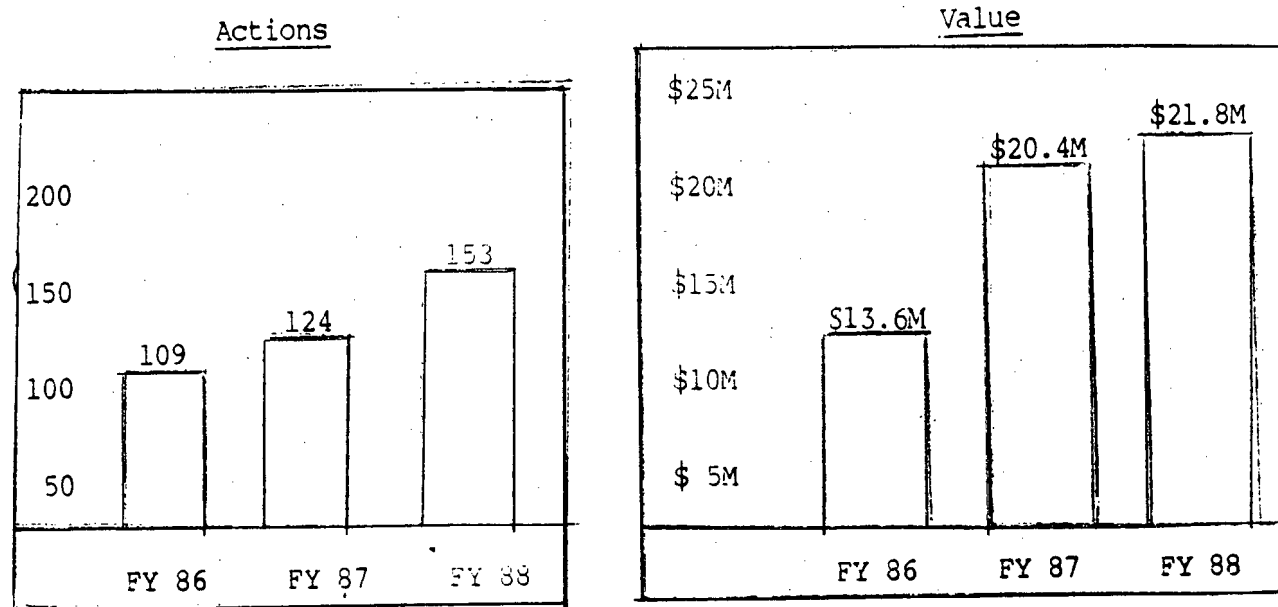
25X1 [REDACTED] new
facilities were opened, old facilities were renovated, and
printing support was expanded and modernized. OL adjusted to
meet new and different challenges. Along with the transition
came a commitment from OL to dramatically improve the level of
customer services from all OL components. For the first time in
30 years, OL was reorganized and a resolution was made to
streamline processes, eliminate unnecessary procedures, and gear
the mode of operation to the needs of OL's many customers.

25X1 (Video and still shots for this segment show
shots of [REDACTED] printing support to
NPIC, NHB, and FMG supply
room customer service area... At the end of this
narrative segment, music is dubbed in for
several seconds and shots of OL people at work
are displayed.)

Page Denied

Next 10 Page(s) In Document Denied

Contract Activities by Real Estate & Construction Division

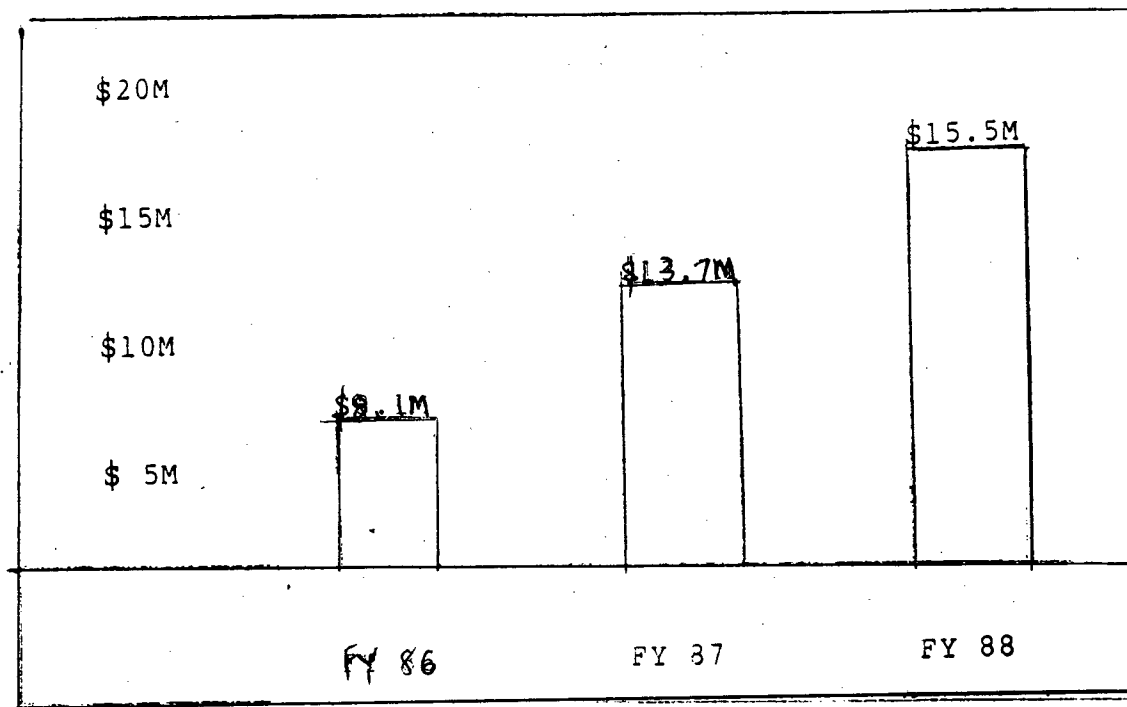


In FY 88 RECD's contract actions and contract dollar values were up by 23 percent and 6 percent, respectively, over FY 87, but contract actions were up by 40 percent over FY 86 and contract dollar values were up by 60 percent over FY 87.

SECRET

(10)

CIA Direct Lease Program



In FY 88 RECD's direct lease payments were up by 13 percent over FY 87 and by 91 percent over FY 86.

SECRET

Page Denied

SECRET

At the conclusion of FY 88, the Original Headquarters Building (OHB) Backfill Program had approximately 25 projects in various stages of design, bidding, or construction. Among the significant activities completed this year were two major contracts to supply raised flooring and replace all the OHB windows with energy efficient, tinted, double-glazed windows, to be awarded in early FY 89. Both of these contracts will extend over the entire 6-year period of the Backfill Program.

The asbestos survey for the entire OHB was completed and an overall Asbestos Abatement Master Plan for the Backfill Program was initiated.

SECRET

25X1



The Agency's Children's Day Care Center has been designed to accommodate 100 children from 3 months to 5 years old. Construction will begin in FY 89 on the Scattergood-Thorne tract, just west of the main entrance gate.

OL began work on Phase I of the Headquarters cafeteria expansion to provide a new serving line, 200 additional seats, new locker rooms for the kitchen staff, and expansion of the Credit Union loan offices.

In July, the new additional parking deck on the Headquarters Compound was opened for use.

(14)

SECRET

OL provided support and helped plan for 14 special ceremonies at Headquarters.

FMG successfully managed maintenance and operations on the Headquarters Compound during five major snow emergencies and provided transportation to essential employees and managers in each case.

(15)

SECRET

SECRET

Mail & Courier Branch

25X1

	<u>FY 87</u>	<u>FY 88</u>	<u>% Change</u>
Mileage			+ 1%
US mail in			+ 77%
US mail out			+ 33%
External in			- 7%
External out			- 19%
Internal			+ 24%

Incoming US mail was up by 77 percent and outgoing US mail, by 33 percent in FY 88.

(16)

SECRET

Building Services Branch

	<u>FY 87</u>	<u>FY 88</u>	<u>% Change</u>
25X1 Workstations delivered			- 12%
Carpet installed (square yards)	2,494	9,603	+285%
Classified trash disposal (tons)	4,261	3,952	- 7%

The 285 percent increase in square yards of carpet installed resulted from recarpeting in the Agency's external building, such as and Key Buildings.

25X1

(17)

SECRET

SECRET

Building Services Branch

FY 87

FY 88

Government/commercial materials
receipts (in lbs.):

25X1

Headquarters Dock Operations

25X1

Building

Metropolitan Services Center

Total (lbs.)

--

25X1

facility was relocated during the first
quarter FY 88.

25X1

--

SECRET

18

Page Denied

25X1

P&PG printed Personal History Statements and Employee Benefits Statements as well as 51 DCI Conference Briefing Packages in addition to routine work.

Flagship publications, the President's Daily Brief (PDB) and the National Intelligence Daily (NID), must always be available for dissemination to selected senior government officials by 5:30 a.m. daily. In FY 88 P&PG management assembled a cadre of craftsmen--the Flagship Team--to process only the Flagship Publications daily. Throughput time for the publications improved significantly.

SECRET

20

P&PG printed the unclassified version of the World Factbook in June '88. It contained 300 pages of text and 13 full color maps. The 25,102 copies took almost 52,000 pounds of paper, enough to reach from Washington, D.C., to Pittsburgh, Pennsylvania.

25X1 P&PG greatly expanded support to the Foreign Broadcast Information Service (FBIS) [REDACTED] FBIS requested three additional electronic compositors to satisfy their publishing requirements, and P&PG agreed to supply these personnel, bringing the number of P&PG support to FBIS positions to 13. Additionally, approximately 70% of the Joint Publications Research Service (JPRS) reports have been added to the electronic publishing network with an impressive reduction in the numbers of finished pages produced due to compaction of text through typesetting.

P&PG was honored during the 3rd Qtr FY 88 with a Meritorious Unit Citation, the first one ever bestowed on P&PG.

The Field Computer System (FCS) is designed to monitor
logistics expendable inventory from requisitioning to disposition.

It has been installed in COMMO offices

25X1

25X1

SECRET

The Commercial Logistics Applications System (CLAS) became operational in October with the advent of the Inventory and Bill of Materials packages for use by the Supply Group. CLAS represents the unification of the efforts of OL, OIT and OF to provide an integrated Agency system to replace existing systems and to provide real-time funds control.

23

SECRET

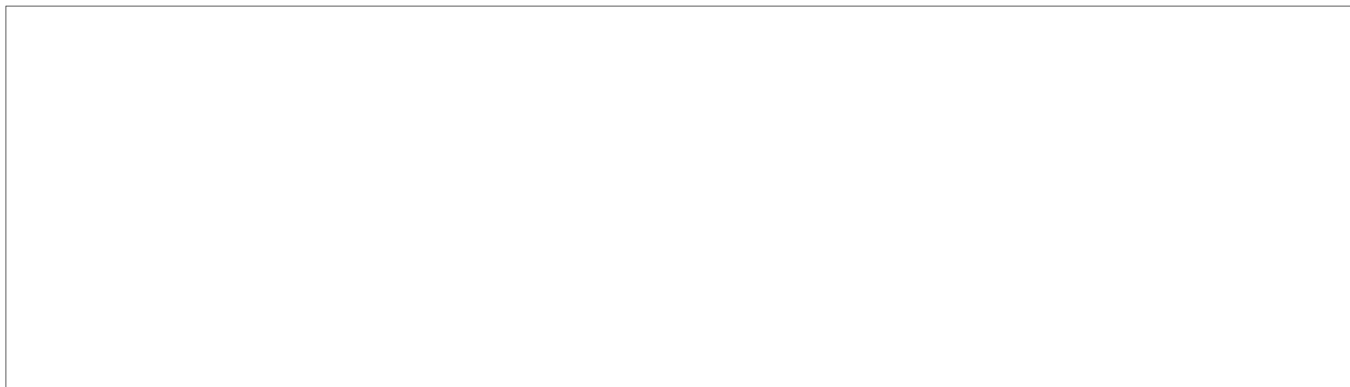
(Slide of ACG)

Management of the various decentralized teams was strengthened with the creation of the Agency Contracts Group to manage the personnel and resources of the teams, while creating new teams to meet the needs of OIT and OS. Procedures of the ACG were reorganized to decentralize the workload, thereby moving the personnel and workload closer to the customer.

(24)

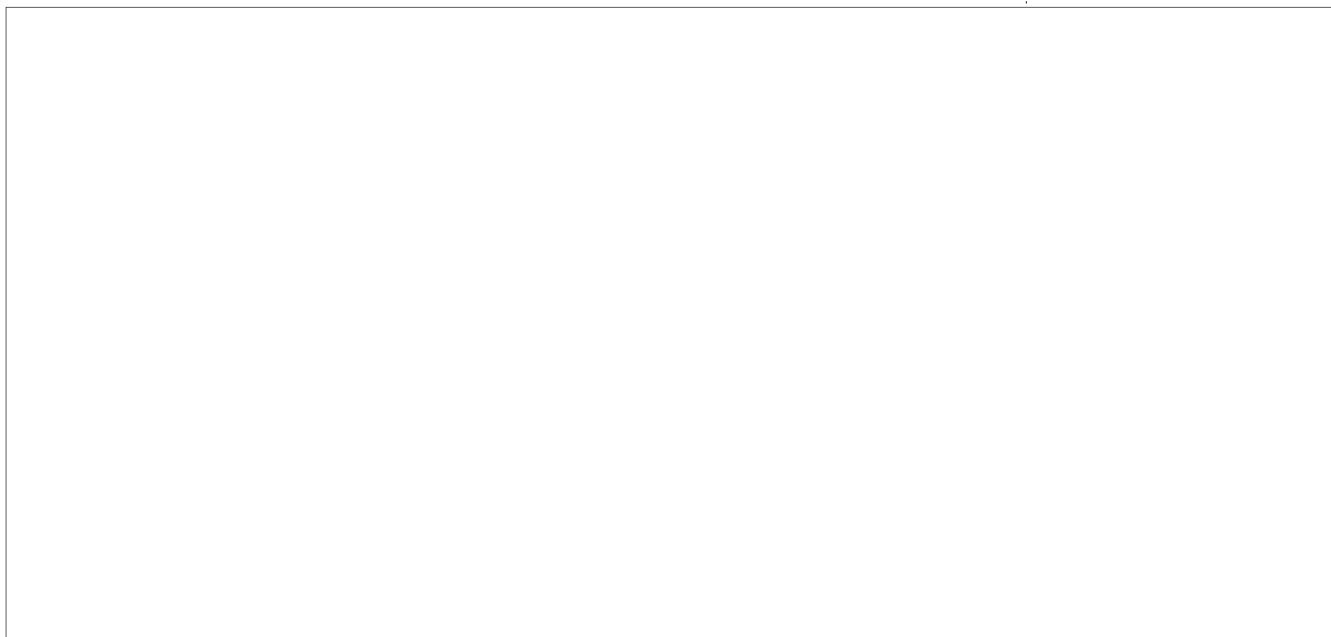
SECRET

25X1



ACG completed negotiations with the Mitre Corporation for a \$1.5 million contract to provide the ICS with access to a broad range of information through two sharing networks available to intelligence analysts. Both systems will result in a compartmented mode intelligence analyst workstation.

25X1



SECRET

25

Page Denied

PMS analyzed several bills before Congress and determined that all of them posed certain disclosure requirements that may reveal classified information. PMS worked closely with the Office of Congressional Affairs to alert the Intelligence Committees to this problem and assisted in drafting amendments to these bills to protect classified information for the entire intelligence community.

ORD and PMS have done groundwork necessary to contract in FY 89 for research and development of a microcomputer-based expert system for acquisition planning. Requirements, statement of work, and related documents are complete, and the RFP will be issued in December '88. The end product will be an expert system useful to contract officers and Contract Officer Technical Representatives in developing acquisition plans for major projects.

27

SECRET

During FY88, PMS sponsored a total of eight workshops for procurement personnel and other interested Agency employees. They were conducted by representatives from PMS, OGC, OIT, and private industry.

28

SECRET

Efforts to enhance the quality and skills of the procurement work force continued in FY 88. Twelve members of the Contracting Officer Intern Program were awarded Certificates of Completion. These individuals were the first to meet all the requirements of the two-year training program. The program provided them with the training and experience to negotiate, administer, and settle Agency contracts. During the past year, 10 staff employees were accepted into the program which now has 30 interns in various states of meeting the criteria required for completion.

Certificates of Appointment were given to 81 contract officers in February to signify that they had met Agency training and other standards for becoming contract officers.

SECRET

59

(slide)

Ten professional/technical minority employees EOD'd in FY88. OL increased the number of co-ops from 8 to 20. P&TS also participated in the Minority Undergraduate Studies Program this past summer.

In addition to the continuous recruiting efforts by the OP, recruiting trips were made to Michigan State, Indiana, and Iowa State Universities by OL personnel. With the cooperation of OL Recruiting/P&TS, the Office of Personnel, and the Supply Group, we have successfully entered students into the program and have identified and interviewed prospects for EOD in January 1989. As of 29 September 1988, 12 applicants for the program have been interviewed. Of these, four have entered on duty--three with SG and one with the Agency Contracts Group.

37

SECRET

(slide)

OFFICE OF LOGISTICS

PROFESSIONAL/TECHNICAL RECRUITMENT STATISTICS - FY 88

Applicant files/resumes reviewed	870
Interviews requested	322
Interviews scheduled	346
Applicants placed in process	214

STAT

Applicants who entered on duty	
Conversions to ML careerists (professional/technical)	

STAT

Total new ML careerists (professional/technical)	
Clerical and Wage Grade	
GRAND TOTAL	

*includes 13 from ML clerical

SECRET

Booklets Authored by OL/P&TS - FY 88

- Facilities Management Career Handbook
- Handbook for GS Evaluation Panel Members
- Employee Personnel Profile
- Wage Grade Task Force Report

(slide)

The Personnel and Training Staff was heavily involved this year in the formation of the new Facilities Management (MLF) Career Service, the design and implementation of the Courier Retention Bonus and formation of the Wage Grade Assignment Panel.

P&TS produced an MLF Career Management Handbook and gave briefings on conversion to this career service. The handbook outlines training and experience necessary for career progression in the facilities management field.

With a big assist from P&PG, P&TS prepared and distributed to all Log careerists individualized Employee Personnel Profiles. They also produced a Handbook for GS Evaluation Panels, and a Wage Grade Task Force Report.

SECRET

(31)

OFFICE OF LOGISTICS TRAINING - FY 88

(slide)

(slide)

Although OL budgeted \$250,000 for training in FY 88, we actually spent \$261,000, compared to just \$70,000 five years ago.

The OL Supervisory Course is mandatory for all OL supervisors.

Because of OL's goal to improve customer services and relations, the Training Officer sponsored a workshop on "Customer Relations."

OL components have also implemented training programs to ensure maximum flexibility and cross-fertilization of the work force.

32

ADMINISTRATIVE - INTERNAL USE ONLY

OFFICE OF LOGISTICS TRAINING - FY 88

(side)

Internal training requests (11% more than FY 87)	1,388
External training requests (15% more than FY 87)	924
Total	2,312

Other Training not Included Above

	Attendees
6 OL Orientation courses	138
1 Supervising in OL course	30
4 Skills Workshops	182
2 PAR Workshops with OC	47
3 OL Midcareer Courses	48
Total	445
Full-time Academic Sponsorships	2
Women's Federal Executive Program	1
Total	3

Total incidences of training in FY 88

2,760

(WITH APPROPRIATE GRAPHIC)

Although OL budgeted \$250,000 for training in FY 88, we actually spent \$261,000, compared to just \$70,000 five years ago.

The OL Supervisory Course is mandatory for all OL supervisors.

Because of OL's goal to improve customer services and relations, the Training Officer sponsored a workshop on "Customer Relations."

OL components have also implemented training programs to ensure maximum flexibility and cross-fertilization of the work force.

OFFICE OF LOGISTICS AWARDS DURING FY 88

(slide)

(slide)

In FY 87, 249 awards totaling \$143,150 were given out. FY 88's totals represent a 30 percent increase in the number of awards and a 59 percent increase in cash.

33

SECRET

OFFICE OF LOGISTICS AWARDS DURING FY 88

<u>TYPE</u>	<u>NUMBER</u>
Intelligence Medal of Merit	1
Career Intelligence Medal	5
Intelligence Commendation Medal	4
Quality Step Increase	33
Employee of the Quarter	28
Employee Suggestion Award	4
Exceptional Accomplishment	72
Special Achievement	143
Exceptional Performance	34
Total number of awards	324
Total dollar value of awards	\$227,773

(WITH APPROPRIATE GRAPHIC)

IN FY 87, 249 awards totaling \$143,150 were given out.
 FY 88's totals represent a 30 percent increase in the number
 of awards and a 59 percent increase in cash.

OFFICE OF LOGISTICS PROMOTIONS - FY 88

(please)

25X1

In FY 88 OL careerists were promoted.

24

SECRET

Page Denied

Next 1 Page(s) In Document Denied

(slide)

25X1

The OL Flying Squad, currently comprised of [REDACTED] participants, was broadened in FY 88 to include domestic and Headquarters assignments as well as foreign TDYs. During

25X1

25X1

25X1

FY 1988, [REDACTED] Flying Squad members TDY'd [REDACTED]

[REDACTED]

SECRET

(25)

(slide)

The Reorganization of OL was implemented in FY 88. The Office of the Director was reorganized with the creation of new positions for an Executive Officer (EO) and a Procurement Executive (PE). Line management in OL was reconfigured so that Groups now report directly to the Director and Deputy Director. OL staffs report to either the EO or the PE, as appropriate. The OL Groups were formed as the year progressed and Group Chiefs were appointed in late FY 88 for a period of one year. At that time, the Logistics Career Board was reconstituted, with each Group Chief serving as a voting member.

SECRET

36

In all these efforts, it was the people of OL that made the difference! Our personnel are our most valuable resource...

(Fade to several shots of OL people at work, teams, etc.)

SECRET

57